

OFFICE COORDINATION MANAGER-LAW

DISTINGUISHING FEATURES

The fundamental reason the Office Coordination Manager exists is to manage the office coordination and clerical support work in various departments citywide. This classification is supervisory. Work is performed under general supervision by a director-level (or above) position.

ESSENTIAL FUNCTIONS

Manages office support team, determining priorities, assigning work, scheduling, and monitoring to assure quality continuous improvement(s).

Selects and trains staff, develops and approves schedules and time off, prepares performance expectations and evaluations, takes disciplinary action as necessary.

Assist team development of skills in information sharing, conflict resolution and group empowerment.

Develops and implements systems to improve service(s) and processes.

Supervises complex records management systems.

Administers, justifies and monitors budgets for related work areas. Determines current and future needs for equipment, furnishings, etc.

Coordinates completion of council action reports, MIS reports, meeting minutes, and other management related reports.

Administers contracts for such services as: stenographers for Commission meetings, professional services, pre-employment exams, etc.

Reviews and monitors various confidential personnel related reports.

May schedule and coordinate Board and/or Commission meetings or hearings.

Assigned other special projects or on-going responsibilities specifically related to assigned department or division as needed.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Office management procedures

Business English

Word processing

Budgets, accounts payable/receivable

Ordinances, practices, procedures, and terminology of governmental operations

Ability to:

Operate a PC or terminal to input data

Communicate effectively with others orally and in writing
Produce letters or reports
Encourage employee involvement in decision making and open communication
Demonstrate respect for individuals
Communicate and supervise a medium sized staff
Coordinate the completion of multiple assignments
Prepare, justify, and monitor a budget
Operate a PC or terminal
Prepare and present effective oral and written reports
Establish and maintain effective working relationships with co-workers, supervisors, City Officials, and the general public.
Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of training and experience equivalent to four years in a related position, including two years as a supervisor and some college coursework.

FLSA Status: Exempt

HR Ordinance Status: Unclassified